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SUPPLY DIVISION WEEKLY REPORT

PERIOD ENDING 1 MAY 1984

I. Progress Report on Tasks Assigned by the DCI/DDCI

None.

II. Items or Events of Major Interest that have Occurred During the Preceding Week

a. TDY's

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[redacted] returned 30 April from a week-long TDY at the [redacted]. While at [redacted] they worked on resolving the discrepancies between requisition records in the OL Inventory Control System and records [redacted]

b. Supply Division Security Procedures

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Supply Instruction 10-13-1 has been revised. This Instruction covers security procedures within Supply Division. The revised edition will soon be sent to all branches within the division. [redacted]

c. Support of OC PRS Installation(Recapitalization Program

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During the past several weeks, the major SMB emphasis on this project has been to insure that sufficient Depot assets are on hand to support the 99 line items required for each Station. This has been a constant goal, but difficult to achieve because we started out with better than a 50 percent procurement vs. stock ratio. Due to aggressive efforts by the Analyst on Commodity Section B, [redacted] who is the action officer on this project, and excellent response from the Small Purchases Staff, we are now able to support the OC PRS Installation completely from Depot assets. [redacted]

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d. Discrepancies of Stock Assets

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An audit of all items stocked [redacted] was completed on 29 April 1984 by [redacted] of SMB. Several discrepancies surfaced in the audit of the Inventory Control System records [redacted] records. The problems were resolved and the records are being corrected. [redacted]

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e. Follow-Up Visit to [REDACTED]

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[REDACTED] visited [REDACTED]
(File room and Small Purchases Branch) on 25 April. The purpose of their trip was to follow-up on outstanding due-in requisitions. As a result of researching more than 36 files, eight were given to SPB for follow-up; approximately 25 were completed with receiving to be input by the DAC; three cancellations were found; and SPB will provide follow-up on several files that have not been updated in ICS. [REDACTED]

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III. Significant Events Anticipated During the Coming Week

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None.

[REDACTED]

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